

VOCATIONAL TRAINEE VOCATIONAL ASSISTANT

CLASSIFICATION DEFINITION

Performs a variety of sub-professional work in support of public assistance and social service programs and related administrative functions; and performs related work as assigned.

Vocational Trainee

Working under close supervision, Vocational Trainee is the entry/trainee level in the Vocational Trainee/Vocational Assistant classification. Employees in this class receive in-service training, and are given detailed instructions in performance of a variety of support functions related to public assistance and social service programs. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to Vocational Trainee due to the nature of the work, employees are expected to promote to the Vocational Assistant after six months of satisfactory performance at the trainee level.

Vocational Assistant

Working under general supervision, Vocational Assistant continues and expands the training and preparation of incumbents for other classes in the public assistance and social services area, such as Homemaker, for example. Positions in the Vocational Assistant class are flexibly staffed and are normally filled by advancement from the lower level Vocational Trainee, or if filled from the outside, require prior related experience.

SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Vocational Trainee/Vocational Assistant classification receive close supervision from a supervisor or manager in the relevant program area.

TYPICAL DUTIES

Duties may include, but are not limited to, the following. For Vocational Trainee, duties are performed at the entry level:

- Provides assistance to facilitate communication between applicants, clients, and agency staff.
- Assists in establishing and maintaining working relationships between agency and clients and community served.
- Assists in the referral of clients to appropriate community resources.
- Transports or accompanies clients to appointments for service or interviews.
- Provides basic housekeeping, household management services, personal care, or childcare services.
- Performs routine clerical duties.

- Assists in the gathering, compilation, and evaluation of data.
- Screens and interviews clients to obtain medical, family, financial, or other information.
- Performs miscellaneous duties in eligibility, social services, employment services, homemaker services, staff services, or related staff functions.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition section.

Knowledge of:

- General needs, problems, attitudes, and behavior of clients served by the agency.
- General goals and purpose of public social services programs.
- Modern office practices, methods, procedures, and automated systems.

Ability to:

- Exercise sound judgment when evaluating situations, initiating action, and developing alternatives within established procedures and regulations.
- Follow written and oral instructions.
- Maintain confidentiality of case files.
- Write clear and accurate reports.
- Make simple arithmetic calculations.
- Maintain accurate and systematic records.
- Communicate effectively with individuals from diverse socio-economic and cultural backgrounds.
- Establish and maintain cooperative working relationships with the public and staff.

MINIMUM QUALIFICATIONS (Education and/or Experience)

Vocational Trainee:

No specific education or experience requirements.

Vocational Assistant:

EITHER

Six (6) months of full-time experience performing the duties of a Vocational Trainee;

OR

Six (6) months of paid or unpaid work experience in a human services agency that provided an understanding and acceptance of clients served by the agency.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.